

Instructions for the 2007 Drycleaning Facilities Annual Registration

Submit a completed Annual Registration Form to the Department by October 31st of each year. An initial form must be submitted two weeks prior to commencement of operations. In addition, a revised form must be submitted within 30 days after a significant change in the facility. A change in information, which requires filing a revised registration form, includes the following: a change in ownership or other information (identified in Section 1 and 2 of the registration form). Appropriate documentation supporting the change must be submitted along with the revised registration.

1. **Registration Type:** Indicate if this is an initial, revised, renewal or an abandoned drycleaning facility registration. An abandoned facility means any real property premises or individual leasehold space on which a drycleaning facility formerly operated. Leave the registration number blank if submitting an initial registration; the Department will complete this.
2. **Facility Information:** Fill in the facility's name, address, city, state, zip code, EPA ID number (if applicable) and the phone number. Fill in the facility's mailing address if it is different than the location of the facility. The owner is defined as the person or entity that owns the drycleaning facility. Indicate if the drycleaning facility (not the real property) is leased or franchised. Fill in the name, address and phone of the person or company that you lease from or who maintains the franchise. The property owner means any individual or entity that is vested with any ownership, dominion, or legal or rightful title to the real property or control over the facility.

For active drycleaning facilities please indicate if the facility is staffed by a Certified Environmental Drycleaner (CED). Include a current copy of the CED certificate.

3. **Site Information:**
 - a) Indicate if this is the initial registration for this location. If yes complete 3 (b) through 3(d)
 - b) Fill in the date drycleaning operations began or will begin at this site.
 - c) If the facility previously operated at another location, indicate the location(s).
 - d) Indicate if the facility has floor drains. Measure and record the distance from floor drains to drycleaning machines, solvent storage areas or solvent waste storage areas.

If the facility no longer dry-cleans at this location a registration is not necessary. Notification of the change to DCERP is necessary.

4. **Solvent Type:** Record the type of drycleaning solvent your facility uses. If you use more than one type of solvent, please list them all.

NOTE: Drycleaning facilities are now required to report drycleaning solvent purchases to DCERP on a quarterly basis otherwise their registration can be revoked. This is a rule change anticipated to go into effect by the end of 2006. The 3rd Quarter report for calendar year 2006 should be submitted along with the 2007 Registration form. The quarterly reports are due by the end of the month following the reporting quarter as follows:

<u>Quarter</u>	<u>Solvent Purchase Period</u>	<u>Reporting Deadline</u>
1st	January – March	April 30 th
2nd	April – June	July 31 st
3rd	July – September	October 31 st
4th	October – December	January 31 st

- a) Indicate if you submitted all quarterly solvent reports during the year. Indicate if you reported all solvent purchases/transfers on the quarterly solvent reports and if the appropriate solvent surcharge fees were paid. Reminder, even solvent purchased from out-of-state suppliers must be reported and surcharges must be submitted by the vendor.
- b) Indicate if you sold or transferred drycleaning solvent to another drycleaning facility during the year. If yes identify the date the solvent was sold or transferred, the drycleaning facility which received the solvent, and the quantity of solvent sold or transferred. Note: a permitted solvent supplier or a licensed hazardous waste hauler must transfer solvent.
- c) If you did not purchase any solvent during the year, explain how you were able to operate without any additional solvent. Identify the quantity of solvent at the beginning of the year and the current quantity of solvent in the machine and storage.

5. Machine Specific Information:

- a) Fill in the age of the machine, when the machine was placed into operation at this facility, and the type of solvent used
- b) Indicate the machine type. If other, please explain.
- c) Indicate the method of solvent delivery from the supplier. All "perc" machines must have their solvent delivered by the closed loop direct coupled method other solvents may be delivered in a different method. If more than one method is used describe all methods in the space provided.
- d) Indicate how wastes are handled/disposed by placing a check "✓" in all applicable spaces. Use additional spaces for wastes not already identified on the form. Under the column "Name of Hazardous Waste Disposal Firm" fill in the company name for the firm that handles your waste.
- e) Indicate if there is a containment area around the machine, and, if so, what the capacity of the containment area is and the construction material of the containment area. Please be aware that by the end of 2007 secondary containment will be required and will not be optional.

- 6. Certification:** The owner/manager or an authorized representative of the drycleaning facility must sign; include their title and the date signed. For a corporation, a responsible corporate officer should sign the registration form. A responsible corporate officer means: a president, secretary, treasurer, vice-president or any other person who performs similar policy or decision making functions for the corporation. For a partnership or sole proprietorship, the general partner or the proprietor should sign the registration form.

If you have any questions, contact the Tennessee Drycleaner Environmental Response Program at 615.532.0900. Make checks payable to: "Treasurer, State of Tennessee" for the total fee invoiced and submit along with the 2007 annual registration form and your 3rd quarter solvent purchase log in the enclosed envelope to:

State of Tennessee
Department of Environment and Conservation
Division of Fiscal Services – Fee Section
401 Church Street 14th Floor Tower
Nashville, TN 37243